

### **Devon Rural Hub Conference Suite 'Keeping You Safe Guidance'**

*At the Devon Rural Hub, we are doing everything possible to ensure the safety and wellbeing of our staff and delegates are in line with the latest Government advice relating to COVID-19. We have set out some new guidance below when running your conference at our venue to keep everyone safe.*

#### **Entering & Exiting**

Entry to the conference rooms will be via the middle door which leads directly into the Dartmoor Suite. Exit from the conference rooms will be via the Cheriton room. This is to ensure there is a clear one-way system in operation and thus helping to maintain social distancing.

#### **Monitoring and Tracking**

If you or any of your delegates have COVID-19 symptoms or are feeling unwell, we ask that you do not visit Devon Rural Hub. Any guests displaying any symptoms will be asked to kindly return home. In addition, we ask that any guests who develop symptoms in the week after attending a conference at the Devon Rural Hub contact us immediately to ensure that we can take the correct procedures internally. Event organisers will need the contact details of all their delegates attending a conference, this to ensure we are able to carry out contact tracing should it be necessary.

#### **Meeting Rooms**

Our conference suites capacities have been re-designed to accommodate the social distancing guidelines. Only the Dartmoor Suite will be used during this time to ensure social distancing can be maintained and to allow for a one-way entry and exit system. The meeting manager will be asked to carry out the registration of their delegates and handing out of any necessary pads and pens, to minimise extra touch points by all delegates.

#### **Room Capacities**

To adhere to social distancing guidelines (2m) during conferences, we can only accommodate a maximum of 12 delegates in the Dartmoor Suite for a boardroom layout or 26 delegates for a theatre style layout.

#### **Cleaning Procedures**

Devon Rural Hub will be cleaning all areas to the standards set out in Public Health England Guidance for non-clinical settings. Additional measures will include:

- Provision of hygiene stations throughout the building
- Regular cleaning of high traffic areas

- Hand-sanitising stations around the building to allow frequent use

### Food and Beverages

We are currently unable to serve drink refreshments by our members of staff therefore we will provide an urn with hot water, cups, spoons and a tabletop fridge. We ask that you provide your own tea bags/coffee for the conference and dispose of all used items in the bin provided. Please also use the wipes to wipe down the refreshment area after each use.

### Booking Procedures

The meeting organiser/booker will be required to sign our updated terms and conditions contract prior to the event. They will be given a copy of our Covid-19 Risk Assessment prior to the conference and asked to follow all action points.

### Staff

All our staff have been given training in procedures and protocols to mitigate COVID-19 transmission, deal with an incident promptly and effectively in the event it should occur - and to ensure delegates enjoy a safe experience here at Devon Rural Hub.

We look forward to welcoming you back to the Devon Rural Hub.